PaperJet 60e_se 6-06-2003 16:45 Pagina 1

# *PaperJet 60E*

**Plain paper fax, copier, telephone and digital answering machine**

# User Guide

This product is intended for connection to analogue telephone networks in the United Kingdom.

This product has not been designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.

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# 12 Month guarantee

FOR ASSISTANCE CALL THE HELPLINE ON
0870 240 8026 quoting the model and serial number

1. In the event that the Helpline is unable to resolve a problem over the phone, the following will apply:

I. The Helpline will require the customer to provide details of where the *BT PaperJet* was purchased, date of purchase and method of payment.
II. If the fax was purchased within 28 days a brand new replacement *BT PaperJet* will be despatched by courier to the customer
III. If the product was purchased more than 28 days ago and within the guarantee period, a 'loan' *BT PaperJet* will be despatched by courier to the customer.

2. If 1 (III) applies, the original fax will be repaired free of charge subject to the conditions in clause 5. BT's normal repair times for most faults is 14 days. If the fax is beyond economical repair we will replace it with a brand new *BT PaperJet*. On completion of repair the customer will be contacted and given the option of the return of the original repaired fax and free collection of the loan fax or at the customer's choice retention of the loan fax.

3. A new or loan fax will be delivered by courier. If a Helpline call is received by 4pm we can arrange an overnight courier, but will agree a delivery time with the customer. On delivery of the new loan or repaired fax as appropriate, the customer must promptly replace it in the box with the faulty fax or loan fax to enable the courier to return the fax to BT.

4. If the customer decides to retain the loan fax the balance of the original guarantee will transfer to this fax.

5. This guarantee does not cover the fair wear and tear or accidental damage or damage caused by improper installation. The guarantee will not apply if upon inspection it is established that unauthorised repairs or modifications have been made to the fax.
In such circumstances the Customer will be sent a condition report with a choice of either (a) paying the cost of repair of the faulty fax or (b) the carriage charges incurred in having the original fax returned unrepaired and the loan fax collected

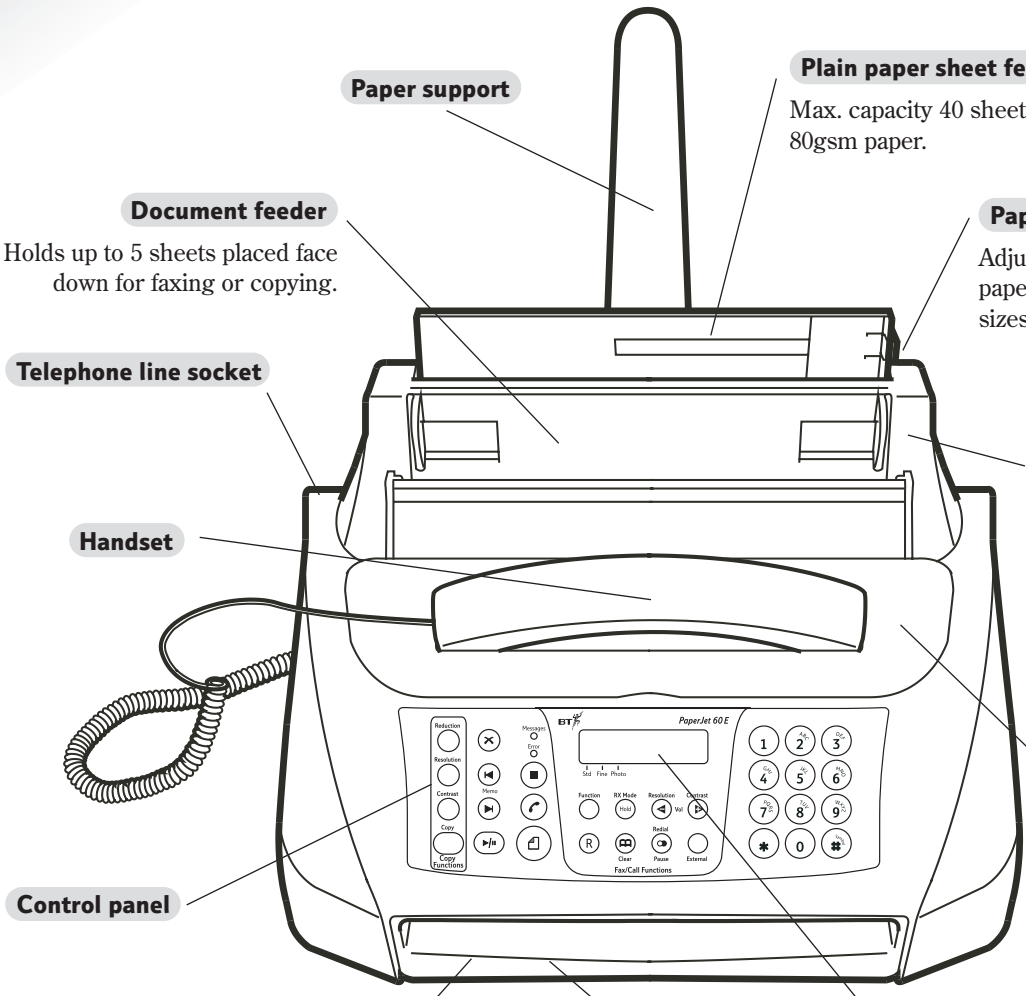
6. The liability of BT under the terms of the guarantee is limited to the exchange of the fax or the repair and return of the original fax

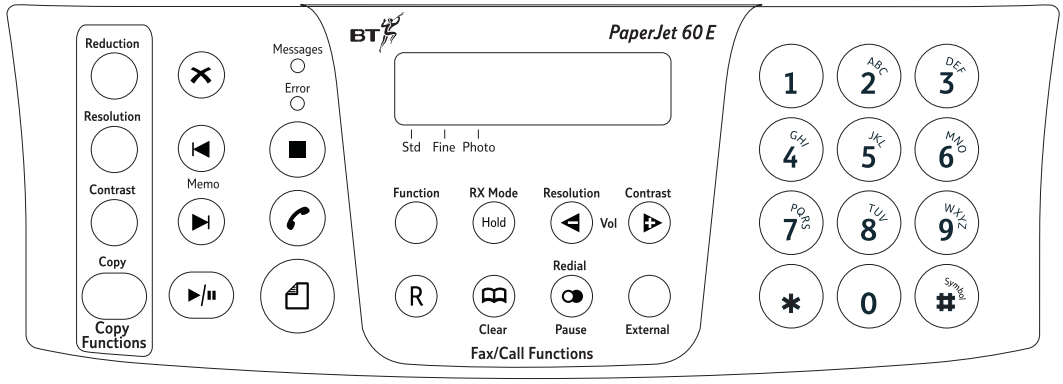
7. Excluded from this guarantee are accessories, consumables, eg ink cartridge.

8. This guarantee applies to the original customer only and is not transferable.

9. This guarantee does not affect the customer's statutory rights.

# At a glance


Paper support
Plain paper sheet feeder
Max. capacity 40 sheets of 80gsm paper.
Document feeder
Holds up to 5 sheets placed face down for faxing or copying.
Paper feeder width guide
Adjust to fit the width of your paper for A4, Letter and Legal sizes.
Telephone line socket
Document feeder width guides
Adjust to fit the width of your document for A4, Letter and Legal sizes.
Handset
Cover
Open the cover for changing the print cartridge and clearing document jams
Control panel
Document outlet
Outlet for received faxes, copied documents and originals.
Loudspeaker
Display screen




NOTE:
The control panel is protected by a plastic film.

Remove by carefully peeling from the corner.

Reduction

**Reduction/Enlargement button.** Reduces and enlarges copies to either 70% or 140%.

Resolution

**Resolution button.** Allows you to choose text or photo resolution for copies.

Contrast

**Contrast button.** Adjusts the contrast of documents to be copied.

Copy

**Copy button.** Press to start copying a document.

Error

**Error light.** Indicates a problem when sending or receiving a fax.

**Stop button.** Stops the current operation. Returns the fax machine to standby. To stop recording or playing.

**Monitor button.** Press to get dialling tone.

**Start button.** Press to send a fax. Confirms an option chosen from the menu. During a call, press to receive a fax. To start recording or playing. To confirm the selection of the menus for setting up the TAD submenus, parameters and settings, and to switch to the next condition.

Function

**Function button.** Function button lets you select options from the menus. To provide access to the TAD configuration menu. To select submenus.

RX Mode Hold

**RX Mode/Hold button.** Selects reception methods for faxes. When on a phone call, press to put a caller on hold. They hear a beep.

Resolution

**Resolution/Volume – button.** Adjust the resolution of documents to be faxed. Select next option from a menu. Decrease loudspeaker volume

Contrast

**Contrast/Volume + button.** Adjust the contrast of documents to be faxed. Select previous option from a menu. Increase loudspeaker volume

R

**Recall button.** For use with switchboards and BT Select Services.

Clear

**Speed Dial/Clear button.** Used to speed dial a stored number. Deletes incorrect settings and characters.

Redial Pause

**Last Number/Pause button.** Press once to display last number dialled. If you have a document in the document feeder it shows the last fax number, if not it shows the last telephone number called. Press again to dial the number displayed. When dialling or storing a number, press to enter a pause.

External

**External button.** Connects you to an outside line when connected to a switchboard.

Press to start playing new messages and memos. Press during playback to pause and press again to resume playing.

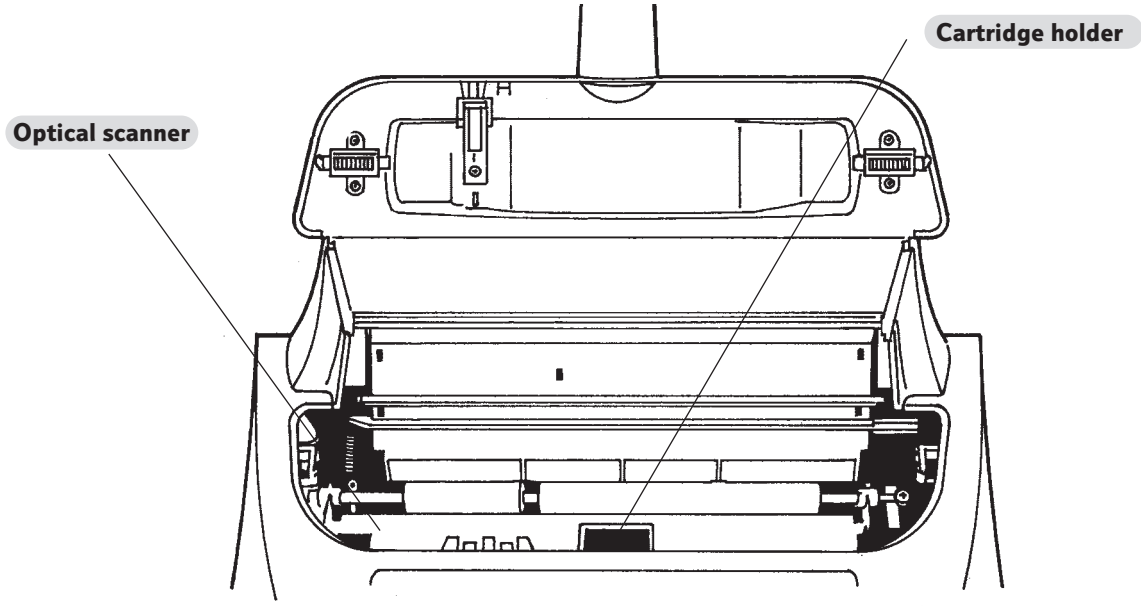
To start recording personal memos.
Also to move, while playing messages and memos, to the start of the next message or memo.

To return, while playing messages and memos, to the previous message or memo.

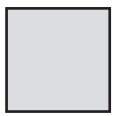
**Delete.** To delete messages and memos that have already been played.

Messages

**Message light. On,** to indicate that there are **messages or memos have already been played.**
**Blinking**, to indicate that there are **new messages** or **memos.**
**Off**, to indicate that there are **no messages** or **memos.**

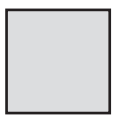

Cartridge holder
Optical scanner

# Key features



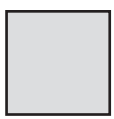
**Plain paper fax**

Holds up to 40 sheets of A4 paper for ink jet quality printing.



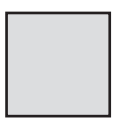
**21 page memory**

If you run out of ink or paper while receiving a fax the document will be stored in the memory and automatically printed out when the new paper or ink has been added.



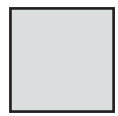
**Copier with zoom**

Make single or multiple copies of documents. Enlarge copies to 140% or reduce to 70%



**One touch and speed dial memories**

10 one touch memories and 32 speed dial memories can each store a fax number, phone number and name. Easy to display and scroll through the memories.



**Answering machine**

you can record two Outgoing Messages (OGM's)
- Message forwarding announcement.
- 15 minute recording time.
- Call screening.
- Remote access.

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# Introduction

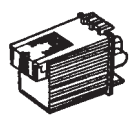
## Unpacking your PaperJet 60E

When you unpack you should have:

PaperJet 60E with attached mains power cable and fitted 3-pin plug.

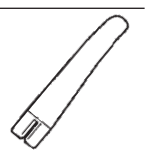
Telephone line cord

Starter print cartridge



Handset with cord

Paper support



## For your records

**Date of purchase:**

**Place of purchase:**

**Serial number (on base of unit):**

Proof of purchase is required for warranty purposes, so please keep your receipt.

# Safety information

Never put foreign bodies into the fax machine. Their accidental contact with powered parts may cause a fire or electric shocks.

Do not expose to direct sunlight.

Do not stand your fax machine on carpets or other surfaces which generate fibres, or place it in locations preventing free flow of air over its surfaces.

Do not submerge any part of your fax machine in water and do not use it in damp or humid conditions such as bathrooms.

Do not expose your fax machine to fire, explosive or other hazardous conditions.

There is a slight chance that your fax machine could be damaged by an electrical storm. We recommend that you unplug the power and telephone line cord for the duration of the storm.

# Setting up

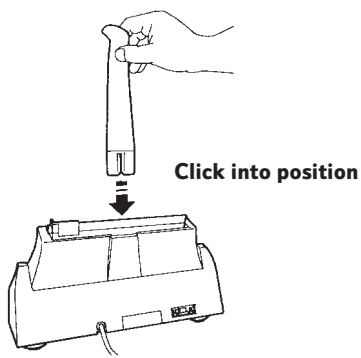
## 1 Plan the location of your PaperJet 60E

Place your PaperJet 60E on a stable, flat surface. Make sure it is close enough to the telephone and mains power sockets so that cables will reach.

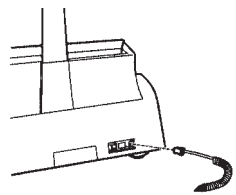
Remember to leave enough room at the front of the machine for documents to come out. Allow a free flow of air around the machine for ventilation.

## 2 Fit the paper support

Fit the plastic support into the slot at the back of the machine. Ensure it clicks firmly into place.

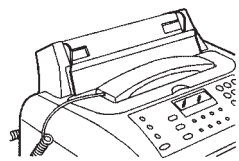



## 3 Connect the handset

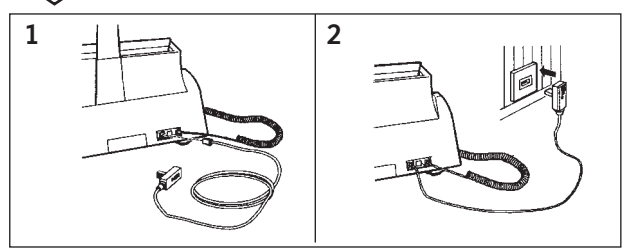


Plug the handset cord into the socket marked at the back of the machine.

Place the handset in the cradle.



## 4 Connect the telephone line cord



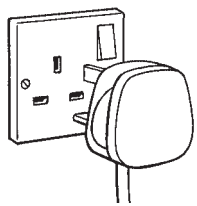

**1** Plug the telephone line cord into the socket marked **LINE** at the back of the machine.

**2** Connect the other end to the telephone wall socket.

## 5 Connect the mains power

**IMPORTANT NOTE**

*Before connecting to the mains power remove the red tag marked "REMOVE before plugging in" by pulling in the direction of the arrow.*



Plug into the mains power and switch on.
The fax will automatically carry out a short test to check the functions of its components and the following messages will appear in the display:

AUTOMATIC RX 00

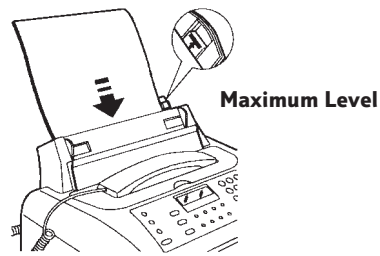
CHECK PRINT HEAD and alternating

SET DATE/TIME

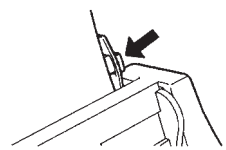
## 6 Load paper

The plain paper sheet feeder can hold up to 40 sheets of 80gsm paper.

It can accommodate A4 (210 x 297mm), US Letter (216 x 279mm), and US Legal (216 x 356mm) and weights between 70-90gsm.




Place the paper in the sheet feeder. Do not force it in.



Use the paper width adjustment lever to push the paper against the left side of the feeder.

**NOTE**

*When you need to add more paper, always slide it under the paper that's already loaded.*

## 7 To set the date and time

When you connect the fax machine to the power supply, and following any interruption in the supply, you will need to set the date and time as described below.

Function

The display shows:

```
DATE AND TIME
```

The display shows:

```
FORMAT: DD/MM/YY
```

Resolution Contrast Vol

If you want to select a different format from the one displayed, press the ◄/► keys.

The display shows:

```
FORMAT: 24 H
```

Resolution Contrast Vol

If you want to select the other time format (12-hour), press the ◄/► keys.

The display shows:

```
DD/MM/YY  HH:MM
01-01-02  00:00
```

0 / 9

Enter the new date and time (e.g. 26-07-02; 12:00). As each digit is entered, the cursor will move to the next one.

```
DD/MM/YY  HH:MM
26-07-02  12:00
```

Resolution Contrast Vol

If you only want to change a few digits, move the cursor to them using the ◄/► keys and overwrite them with the correct digits.

To confirm the setting. The procedure for setting the date and time is complete. The new date and time will be updated automatically and will be printed on each page sent.

To return the fax machine to stand-by mode.

**NOTE**

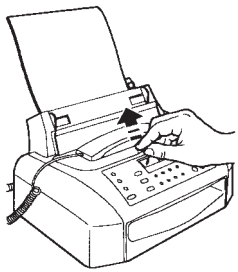
*If you have selected the 12 hour clock the letter* **p** *from pm or* **a** *for am is displayed. To display the correct* **p** *or* **a** *setting press the function button when the cursor is flashing on the* **p** *or* **a**. *Press the clear button to delete entries.*

**NOTE**

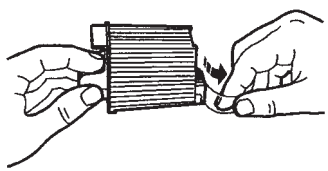
*Remember that the stand-by mode is the status in which it is idle and that it is the mode from which the machine can be programmed.*

## 8 Install the starter print cartridge

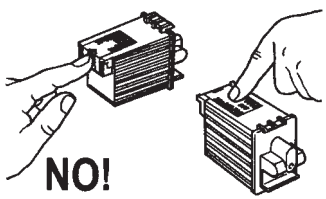
Open the printer compartment cover.



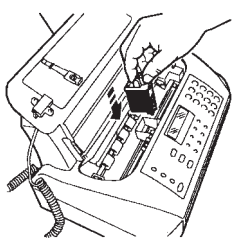
Remove the print cartridge from its packaging. Holding it by the finger grip, peel the protective film from the print nozzles.



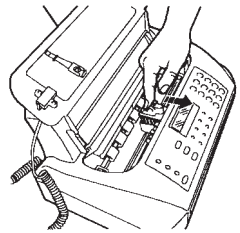
Avoid touching the nozzles and metal electrical contacts.




Insert the cartridge into the holder with the electrical contacts facing towards the front of the machine.

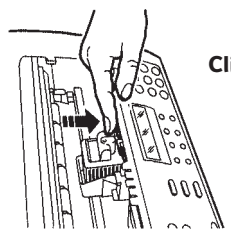


Pull the cartridge towards the front of the machine until you hear it click into position.



Close the cover.

If the display continues to show CHECK PRINT HEAD the cartridge may not be installed properly. Open the cover and check that the cartridge is correctly orientated and clicked into position.




**NOTE**

*To replace the cartridge when it runs out of ink, follow the instructions in the Maintenance Section on page 54.*

Should the message persist, you may need to clean the electrical contacts and the carriage (See *'To clean the Cartridge'*, page 56).

## 9 Automatic print quality test page

Your PaperJet 50 automatically cleans the print nozzles and prints a test page.
Once printed, the display shows

```
CHECK PRINT OUT
1=EXIT 0=REPEAT
```

The printed sheet contains the following:

- a **numbered scale**, to check ink flow and the electrical circuits on the print head.
- a set of **graphics and text** to assess print quality.

Check the numbered scale **for interruptions and the black areas for horizontal white lines**. If none are present, the print head is installed correctly and working normally.

1 Press **1** if the test print is acceptable.

*Or*

0 Press **0** to repeat the test.

If there is still a problem after printing three test pages try:

- changing the paper you are using, it may be too porous.
- removing and re-installing the print cartridge.
- cleaning the electrical contacts and print nozzles (see *'To clean the Cartridge and nozzles'*, page 56).
- replace the Cartridge.

## 10 Enter your name and fax number

Your name and number will be added to every fax page you send. You can enter a maximum of 16 characters and 20 digits.

Function Press the **Function** button until the display shows `INSTALLATION`

Display shows `TEL. LINE SET-UP`

Function Press twice. Display shows `STATION NAME`

Display shows `TYPE YOUR NAME`

**A-Z** Press the buttons to enter your name up to a maximum of 16 characters, as shown below

Resolution Contrast Vol Press buttons to move the cursor to the character you want or to insert a space.

Press the ✶ and **#** buttons to enter different symbols such as '&'.

Clear Press the **Clear** button to delete entries.

For example to enter the name JOHN:

5 Press the **5** button until the display shows `J`.

Resolution Contrast Vol Press **>**

6 Press the **6** button until the display shows `O`.

Resolution Contrast Vol Press **>**

4 Press the **4** button until the display shows `H`.

Resolution Contrast Vol Press **>**

6 Press the **6** button until the display shows `N`.

*When you have finished entering your name*

To confirm. Display shows PHONE NUMBER

Display shows TYPE YOUR NUMBER

0 / 9 Enter your phone number.

*If you are entering your number in an international format press the ✶ button to enter a +.*

Press to confirm.

To return to standby.

## 11 To set the position of your fax header

Your name, fax number, date and time can be shown at the top of the page outside the text area or slightly lower down inside the text area. The default setting is for the header to be shown inside the text area. You can switch between these two positions.

Function Press the **Function** button until the display shows FAX SET-UP

Display shows DATE AND TIME

Function Display shows VARIOUS SETTINGS

Press until the display shows HEADER INSIDE

Your header will be printed inside the text area.

Resolution Contrast Vol Press to display INSIDE or OUTSIDE.

To confirm the displayed option.

To return to standby.

# Using your PaperJet 60E

## Sending faxes

### What type of paper you can use

Dimensions:

- width 148mm–216mm.
- length 216mm–600mm.

Thickness:

- 60–90gsm max 5 sheets.
- 90–140gsm 1 sheet at a time.

### Do not use

- Torn, crumpled and rolled paper.
- Paper that is too thin
- Wet or moist paper.
- Carbon paper.
- Correction fluid, paperclips and staples.

### Inserting documents in the feeder

- Gently insert documents to be faxed (up to 5 pages) face down.
- Adjust the paper feeder width guides to fit.

### Setting the contrast and resolution

You can choose different resolution and contrast settings to ensure the best quality when faxing or copying a document.

### Setting the contrast and resolution

After inserting the document in the feeder.

*Contrast*

Press the **Contrast** button to select the setting you want.

- NORMAL – when the original document is clearly printed.
- DARK – when the original document is light.
- LIGHT – when the original document is dark.

After the fax has been sent, your PaperJet always resets to normal contrast.

*Resolution*

Press the **Resolution** button to select the setting you want.

- STD (standard) – when the original contains easy to read text.
- FINE – when the original contains small or hard-to-read text or line diagrams.
- FINE and HALF-TONES – when the original contains varying shades of grey or pictures.

**NOTE**

*FINE and HALF-TONES settings take longer to send.*

## To select the default resolution setting

Your machine is pre-set to STD resolution for faxing and copying. You can change this setting so that the resolution is automatically set to FINE.

*When the machine is in standby*

Press until the display shows FAX SET-UP

To display DATE AND TIME

To display VARIOUS SETTINGS

Press until the display shows TX RESOL. STD

To switch between **FINE** and **STD**.

To confirm.

To return to standby.

## To send a fax

Place document face down in the document feeder.

If necessary set the Contrast and Resolution settings.

Use the keypad to dial the number you want.

Press the **Start** button. The number is dialled before your fax is scanned and sent.

When the fax has been sent, the display shows TX COMPLETED to confirm a successful transmission.

### NOTE

*If you make a mistake when entering a number, press the* **< >** *buttons to move the cursor over the digit and enter the correct digit. To delete the digit press the* **Clear** *button.*

### NOTE

*All dialling is shown using* **0-9** *keypad. You can also use one-touch or speed dialling if they are set.*

## To dial and hear the progress of your fax call

Place document face down in the document feeder.

If necessary set the Contrast and Resolution settings.

Press the **Monitor** button. You hear the dialling tone over the loudspeaker.

Use the keypad to dial the number you want.

When you hear the far end machine respond press the **Start** button. Your fax is scanned and sent.

When the fax has been sent, the display shows TX COMPLETED to confirm a successful transmission.

## To dial using the handset

Place document face down in the document feeder.

If necessary set the Contrast and Resolution settings.

Pick up the handset and listen via the earpiece.

0 / 9 Use the keypad to dial the number you want.

If the other person's fax machine is set up for automatic reception, you hear the fax tones, press the **Start** button and replace the handset. Your fax is scanned and sent.

If your call is answered in person, ask them to press the start button on their fax machine. You will then hear their fax tones.

Press the **Start** button and replace the handset. Your fax is scanned and sent.

When the fax has been sent, the display shows `TX COMPLETED` to confirm a successful transmission.

**NOTE**

*To stop a fax being sent at any time, press the Stop button.*

## To redial the last number

Redial / Pause

Press the **Last Number** button twice.

### Automatic re-dialling

If a fax fails to be sent, for example, the number dialled was engaged, your PaperJet 60E will automatically retry up to 3 times at 2 minute intervals.

If after all retries, the fax has not been sent, the document will be deleted from memory (if using MEMORY TX). You have the option of retaining failed MEMORY TX faxes in memory to enable you to try sending them again without re-scanning. To do this you must enable the document retransmission feature.

## To switch document retransmission on/off

The default setting is off.

Function

Press the **Function** button until display shows `FAX SETUP`

Press the **Start** button. Display shows `DATE AND TIME`

Function

Press the **Function** button. Display shows `VARIOUS SETTINGS`

Press the **Start** button until display shows `RETRANS.DOC: OFF`

Resolution / Contrast / Vol

Press buttons to switch between **ON** and **OFF**.

Press the **Start** button to confirm the option displayed.

The machine returns to standby.

## To send a fax at a pre-set time (delayed faxing)

You can set your PaperJet 60E to send a fax at a specific time in order to take advantage of cheaper call rates or to allow for different time zones.

Place document face down in the document feeder.

If necessary set the Contrast and Resolution settings.

Function

Press until the display shows DELAYED TX

Press the **Start** button.

Display shows TYPE TIME
HH:MM

*If using the 12 hour clock, press the* **Function** *button to switch between* **a** *for* AM *and* **p** *for* PM.

*Press the* **< >** *buttons to move the cursor.*

0 / 9

Enter the time at which you want your fax to be sent, e.g. **18.30**.

Display shows TYPE FAX NUMBER

**1 2 3** Enter the number you want.

Press to confirm. Display shows the time at which the fax is due to be sent
AUTOMATIC RX
TX AT 18:30

**NOTE**

*To cancel your pre-set fax transmission, press the* **Stop** *button or remove the document from the document feeder.*

*If you want to store the document in memory for delayed faxing, see "To fax from memory" on page 20.*

## To change the details of a pre-set fax

You can set a new time and fax number.

Function

Press until the display shows DELAYED TX

Display shows ALREADY ENTERED

Display shows CHANGE PARAM?

*Either*

Resolution Contrast Vol

Press to display CANCEL SETTING

To confirm. The fax is cancelled and your machine returns to standby.

*Or*

Display shows TYPE TIME

0 / 9

Enter the new time at which you want your fax to be sent, e.g. **19.00**

Display shows TYPE FAX NUMBER

Press to confirm. Display shows
AUTOMATIC RX
TX AT 19.00

## To broadcast a document

You can set your machine to send a document to up 10 different numbers (broadcasting).
See "*To fax from memory*" below.

### To fax from memory

Your PaperJet 60E has a memory which lets you store one document for sending at a pre-set time.

Place document face down in the document feeder.

If necessary set the Contrast and Resolution settings.

Function

Display shows TX FROM MEMORY

The document is scanned into the memory. Display shows STORING then TYPE TIME HH:MM

*If using the 12 hour clock, press the* **Function** *button to switch between* **a** *for* AM *and* **p** *for* PM.

*Press the* **< >** *buttons to move the cursor.*

0 / 9

Enter the time at which you want your fax to be sent, e.g. **18.30** or press the **Start** button to select the current time.

Display shows TYPE FAX NUMBER

0 / 9

Use the keypad to dial the number you want.

Display shows TYPE FAX NUMBER. If required, enter the second number to which you want to send your fax and press the **Start** button again.

Repeat the last 2 steps until you have entered all the numbers you want up to a maximum of 10 when the display will show END OF LIST.

To finish.

### To change, re-send or cancel a stored document

When you have stored a document in the memory for sending later:

Display shows AUTOMATIC RX MEMORY TX

Function

Display shows TX FROM MEMORY

Display shows ALREADY ENTERED

Display shows PRINT SETTING?

Resolution Contrast Vol

Press to switch between this and the other two options CHANGE PARAM? or CANCEL SETTING?

Press to select the option displayed.

PRINT – you get a print out of the fax details and then the machine returns to standby.

CANCEL – the machine cancels the memory setting and returns to standby.

CHANGE PARAM? – you can change the fax number and time settings. Display shows TYPE TIME.

0/9

Change the time if required.

Display shows TYPE NUMBER and the number already entered.

0/9

You can change the number if required.

Repeat the 2 steps above for all the numbers that have been entered.

If the list contains less than 10 numbers the display shows TYPE FAX NUMBER.

0/9

Enter a new number if required.

Repeat the last step until you have entered all the numbers you want up to a maximum of 10.

After entering/changing your last number press **Start** again to confirm. Display shows AUTOMATIC RX (or current receive mode). MEMORY TX

## Receiving faxes

RX Mode Hold

By pressing the **RX MODE** button you can set your PaperJet 60E to receive a document in four different ways:

Press to display the following settings.

AUTOMATIC RX – This is Automatic reception. Your fax machine automatically answers fax calls (this is the default setting)

TAD/FAX RX – This is the receive mode to use if you want to use your machine in conjunction with the integral telephone answering machine to enable you to take fax and voice messages.

MANUAL RX – This is Manual reception. You answer calls in person and receive faxes by pressing the Start button if you hear the fax tones.

PHONE/FAX RX – This is Automatic reception with call recognition. After the set number of rings (default 4), your fax machine will answer the call. If it is a fax, it is received. If it is a voice call the machine beeps for up to 20 seconds and the display shows LIFT HANDSET. If you do not lift the handset the machine prepares to receive a fax.

If you pick up the phone before your machine takes the call and you hear fax tones, press the **Start** button to begin reception and hang up the handset.

## Using the one-touch memories

Using the keypad to enter names and numbers

The keypad lets you type letters when you are asked to enter a name.

For example to enter the name JOHN:

Press the **5** button until the display shows J.

Press **>**

Press the **6** button until the display shows O.

Press **>**

Press the **4** button until the display shows H.

Press **>**

Press the **6** button until the display shows N.

Press **>**

Press the ✶ and **#** buttons to enter different symbols such as '&'.

Press the **< >** buttons to move the cursor to the character you want.

To delete the number or name you have entered completely, press the **Clear** button.

## To store a one touch entry

Using the codes 0-9, your PaperJet 60E has 10 one-touch memories under which you can store a name, fax number and telephone number.

You can store numbers up to 32 digits long, and names up to 16 characters long, in each one-touch memory.

Press until the display shows FAX SET-UP

Display shows DATE AND TIME

Press until the display shows ONE TOUCH DIAL

Display shows TYPE ONE TOUCH

Enter a single digit **0-9** to set the one touch memory location under which the name and number will be stored, e.g. **1** Display shows FAX or TEL NO.

Press to switch between FAX or TEL NO.

Press to select the fax or phone number setting you want.

Display shows FAX or TEL NO.

Enter the number you want to store.
If necessary, press the **< >** buttons to move the cursor.

Press to confirm. Display shows 01: NAME

**A-Z**

Enter the name you want to store.
Press buttons to move the cursor.

Press to confirm. Display shows EDIT ANOTHER YES

If you stored a fax number you can now add a phone number to the memory or vice versa. You can also create a new memory entry.

Press to return to standby

*Or*

Press to enter another name or number.

Repeat the procedure above to enter names and numbers.

Press to confirm your last entry.

Press to return to standby. Your entries have been stored.

### To edit or delete a one-touch entry

Follow the steps shown above to store a one touch entry selecting the location you want to change or delete. A new name and number will overwrite the existing entry.

To edit an entry, press the **< >** buttons to move the cursor over the digit or character you want to change and enter the correct one.

Clear

To delete a name or number, press the **Clear** button when the name or number is displayed during these steps.

### To send a one-touch fax

Place document face down in the document feeder.

If necessary set the Contrast and Resolution settings.

0 / 9

Press and hold the **0-9** memory location number for one second. The name is displayed and then the number is displayed and dialled.

## Using the speed-dial memories

### To store a speed dial entry

Using the codes 01 – 32, your PaperJet 60E has 32 speed dial memories under which you can store a name and fax number and telephone number.

You can store numbers up to 32 digits long in each speed dial memory and names up to 16 characters.

Function

Press until the display shows `FAX SET-UP`

Display shows `DATE AND TIME`

Function

Press until the display shows `CODED SPEED DIAL`

Display shows `TYPE SPEED NO.`

**01-32**

Enter the two digit speed dialling code under which the name and number will be stored, e.g. **01**. Display shows `FAX NO.`

Resolution Contrast Vol

Press to switch between FAX or TEL. NO.

Press to select the fax or phone number setting you want.

Display shows 01: FAX or TEL NO.

0 / 9

Enter the number you want to store.
If necessary, press the **< >** buttons to move the cursor.

Press to confirm. Display shows 01: NAME

**A-Z**

Resolution Contrast Vol

Enter the name you want to store.
Press buttons to move the cursor.

Press to confirm. Display shows EDIT ANOTHER YES

If you stored a fax number you can now add a phone number to the memory or vice versa. You can also create a new memory entry.

To return to standby

*Or*

Press to enter another name or number.

Repeat the procedure above to enter names and numbers.

Press to confirm your last entry.

Press to return to standby. Your entries have been stored.

## To edit or delete a speed dial entry

Follow the steps shown above to store a speed dial entry. A new name and number will overwrite the existing entry.

Resolution Contrast Vol

To edit an entry , press the <> buttons to move the cursor over the digit or character you want to change and enter the correct one.

Clear

To delete a name or number, press the Clear button when the name or number is displayed during these steps.

## To send a speed dial fax

Place document face down in the document feeder.

If necessary set the Contrast and Resolution settings.

Clear

Press the speed dial button. Display shows FAX CALL
CODE OR < >

**01-32**

Enter the memory location number under which the fax number is stored. The number is dialled.

*Or*

Resolution Contrast Vol

Press to scroll through fax numbers until the one you want is displayed.

*And*

The number is dialled.

## Reports and lists

*Your PaperJet 60E prints the following reports*

### Power failure report

Always printed automatically.

– if a power failure occurs while a fax is being sent or received the report gives you details about that fax.

– if a power failure occurs before sending when a document has been stored in the memory, or after a fax has been received into memory and not printed out, the report details the number of pages lost from the memory and the date and time of power failure.

### Activity report

Provides details of the last 25 faxes sent and received. The report is printed automatically and you can request an activity report at any time.

### Transmission report

Provides confirmation of the results of the last fax sent. You can set your PaperJet 60E to print a last transmission report after every fax, every failed fax, or upon request. The default is every failed fax.

### Broadcasting report

Contains details about the last broadcast fax sent. It is printed automatically after each broadcast fax. You can switch this setting off. The default is ON.

### Delayed transmission report

This is a report that is printed automatically when you set a delayed transmission. It gives the number dialled and the time of the transmission. The default is OFF.

**What the report terms mean**

Reports contain the following information:

| | |
|---|---|
| **Act. n.** | Each fax sent and received is given a number. |
| **Type** | The type of operation:<br>TX, TX ECM, TX POLL, TX POLL ECM for faxes sent.<br>RX, RX ECM, RX POLL, RX POLL ECM for faxes received. |
| **Doc. N.** | Reference number of document stored in the memory for sending. |
| **Dialled Number** | Fax number dialled. |
| **Received Id** | Number (and name if available) of the person called providing it has been stored on their fax machine. |
| **Date/Time** | Date and time fax was sent or received. |
| **Duration** | Length of call in minutes and seconds. |
| **Pages** | Total number of pages sent or received. |
| **Result** | OK if fax was sent or received successfully.<br>XX ERROR CODE if the fax did not go through properly. *See page 51* for the meaning of the error codes. |

## To switch automatic printing of transmission and error reports on and off

Press until the display shows FAX SET-UP

Display shows DATE AND TIME

Display shows VARIOUS SETTINGS

Press until the display shows FAILED TX REPORT

Press to display the option you want

FAILED TX REPORT – print a report only after a fax has failed to be sent or received.

TX REPORT ALWAYS – print a report after every received or sent fax.

TX REPORT OFF – no reports will be printed.

Press to confirm.

Press to return your machine to standby.

## To switch automatic printing of broadcast reports on and off

Press until the display shows FAX SET-UP

Display shows DATE AND TIME.

Display shows VARIOUS SETTINGS.

Press until the display shows BROADC. REP: ON

Press to switch between the ON and OFF settings.

Press to confirm the option displayed.

Press to return your machine to standby.

## To switch automatic printing of delayed transmission on and off.

Press until the display shows FAX SET-UP

Display shows DATE AND TIME

Display shows VARIOUS SETTINGS

Press until the display shows DELAY LIST: OFF

Press to switch between the ON and OFF settings.

Press to confirm the option displayed.

Press to return your machine to standby

## To request immediate print-outs

You can get print-outs of transmission, activity and broadcasting reports.

Press until the display shows PRINT OUT REPORT

Display shows LAST TX REPORT

Press to select the report you want to print:

LAST TX REPORT

LAST BROAD. REP

ACTIVITY REPORT

PRINT: ID LIST

PRINT OUT: EXIT – to cancel without printing.

Press to confirm the option displayed.

### Your PaperJet 60E prints the following lists

You can obtain at any time a print-out of:
- setup and configuration of your machine
- speed dialling entries
- one-touch entries.

#### To print the set-up list

Press until the display shows INSTALLATION

Display shows TEL. LINE SET-UP

Press until the display shows PRINT INSTALL.

Display shows PRINT OUT: ◇

Press to start the print out.

*Or*

To return to standby without printing.

#### To print the configuration, speed dial and one-touch lists

Press until the display shows FAX SET-UP

Display shows DATE AND TIME

Press until the display shows PRINT OUT SET UP

Display shows PRINT SETTINGS

Press to display the option you want ONE TOUCH, SPEED DIAL or SETTINGS.

Press to start the printout.

*Or*

Press to return to standby.

## Making and receiving phone calls

You can use your PaperJet 60E as a normal telephone.

#### To make a phone call.

Lift the receiver.

Dial the phone number.

## To dial a one-touch phone number

Do not put a document in the document feeder.

You can dial without lifting up the handset.

0 / 9 WXYZ

Press and hold the memory location number you want until the telephone number (if stored) is displayed. The number is automatically dialled.

When you hear your call being answered, lift the handset and talk.

## To search through the speed dial entries

Do not put a document in the document feeder.

You can dial without lifting the handset

Clear

Press the speed dial button. Display shows
TEL CALL
CODE OR < >

Resolution Contrast
Vol

Press to scroll through the entries until the one you want is displayed.

The number is dialled.

When you hear your call being answered, lift the handset and talk.

## To make a speed dial call

Do not put a document in the document feeder.

You can dial without lifting the handset.

Clear

Press the speed dial button.

01-32

Enter speed dial code you want. The telephone number (if stored) is displayed and dialled.

When you hear your call being answered, lift the handset and talk.

## To put a caller on hold

You can put a caller on hold while you talk to someone else close by.

RX Mode
Hold

Press to put your caller on hold.

Your caller will hear a beep, and will not be able to hear you.

RX Mode
Hold

Press again to resume your conversation.

## Copying documents

Your PaperJet 60E can act as a convenience copier and make multiple copies of a document as well as enlarging or reducing your original.

### Do not use

- Torn, crumpled and rolled paper
- Paper that is too thin
- Wet or moist paper
- Carbon paper
- Correction fluid, paper clips or staples.

### To copy a document

Insert the document to be copied into the document feeder.

Press the **Copy** button. Display shows the current contrast, resolution and size settings.

```
100%   TEXT
NORMAL
```

Select the contrast **LIGHT**, **DARK**, **NORMAL**.

Select the resolution **TEXT, PHOTO**

Select the size **100%**, **140% 70%**.

Enter the number of copies required.

Your machine scans the document one page at a time, printing the copies after each page.

### To stop copying

Press the **Stop** button. Display shows copy interrupted.

Remove any remaining sheets of paper in the document feeder.

Press the **Stop** button again to confirm.

# Using the answering machine

Your PaperJet 60E can be set to take messages if you cannot answer calls.

**WARNING**

*Before you can set the reception mode to TAD/FAX RX you must record outgoing message OGM 1. See 'Outgoing messages' below.*

### Outgoing messages (OGMs)

Your outgoing message is the announcement callers hear when your answering machine takes their call.

You can record two different OGMs:–

**OGM 1** can be up to 20 seconds long and is the message normally played to callers when your PaperJet 60E takes a call in the TAD/FAX mode. An example would be:– *"Hello, I am sorry we cannot take your call at the moment. Please leave a message after the beep or press the Start button on your fax machine if you want to send a fax. Thank you."*

**OGM2** can be up to 10 seconds long and is used in TAD/FAX mode and in PHONE/FAX mode – in TAD/FAX mode it is played when the answering machine memory is full. An example might be *"I"m sorry but the answer machine is full. You can send a fax or call back later"*.
In PHONE/FAX mode it is played to the caller, in the period before PaperJet 60E beeps and displays LIFT HANDSET each time a call is answered. An example might be *"Please hold"*.

### Message forwarding announcement

You can record your own 'you have new messages' announcement and set your PaperJet 60E to call you at a remote location and play this when you have new messages.
You need to record your announcement *(see 'Recording your OGM/new message announcement' below)* and set your machine to forward the message *(see 'To forward new messages' page 33)*.

### To record your OGM(s) and forwarding announcement

*When the machine is in standby:*

Press the **Function** button until the display shows TAD SET UP

Press the **Start** button.

Press the **Function** button until the display shows the option you want
RECORD OGM#1
*Or* RECORD OGM#2
*Or* REC.FORW.ANNOUNC

Press the **Start** button. Display shows:
LIFT HANDSET

Pick up the handset.
Display shows ◇ TO RECORD

Press the **Start** button to begin recording. Display counts down your recording time.

Replace handset to end recording, your message is replayed.

If you run out of time, your PaperJet 60E automatically stops recording and will play back the OGM.

Press the **Stop** button to return to standby.

## To play back OGM 1 or OGM2

*When the machine is in standby:*

Press the **Function** button until the display shows TAD SET UP

Press the **Start** button.

Press the **Function** button until the display shows *either* PLAY OGM #1 or PLAY OGM #2

Press the **Start** button. Your message is played back over the loudspeaker. (To hear your message privately, pick up the handset.) Display shows: PLAYING

After playback you can record a new OGM which will replace the existing OGM.

Press **Stop** to return to standby.

## Adjusting the volume

*During playback:*

Press the **< >** buttons to increase or decrease the loudspeaker volume.

## To switch the answering machine on/off

Setting the reception mode to TAD/FAX RX switches the answering machine on.

Press the **RX Mode** button until the display shows TAD/FAX RX.

Your machine will automatically take both fax calls and telephone calls.

When you want to switch your answering machine off, press the **RX Mode** button to display the reception setting you want.

## To record a memo

You can record a memo message for other users via the handset. Memos are played back as normal messages. The memo recording time is pre-set to a maximum of 30 seconds. You can change this to 60 seconds, *see "Recording Capacity" page 34.*

*When the machine is in standby:*

Press the **Memo** button.

The display shows LIFT THE HANDSET

When you lift the handset the display shows REC. MEMO MSG?

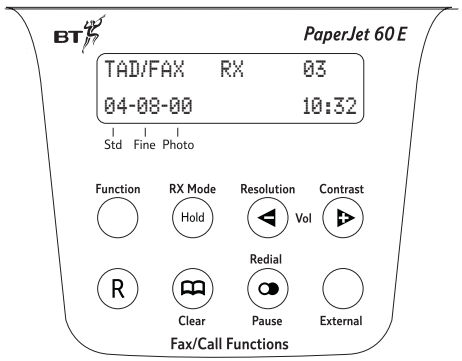
Press the **Start** button to begin recording your memo.

Replace the handset to end recording.

### Message indicators

When your answering machine has new (unplayed) messages recorded, the Messages light flashes and the display shows the total number of messages or memos recorded.

For example, 2 new messages and 1 old one:




The Messages light stays on (does not flash) if you have only old (played) messages or memos.

### To play your messages

You can play back your message over the loudspeaker or via the handset.

*When the machine is in standby:*

Press the **Play** button. Your messages are played back over the loudspeaker.

Pick up the handset if you want to listen to your messages privately.

Press the **Stop** button to end playback.

After the last message has been played back your PaperJet 60E returns to standby.

### To skip forwards or backwards through your messages

*During play back*:

Press to skip back to the start of the previous message.

Press to skip forwards to the next message.

### To delete individual messages

During playback, you can delete the message currently being played.

Press the **Delete** button. The next message is played.

### To delete all messages that have been played back

You cannot delete unplayed messages.

*When the machine is in standby:*

Press the **Delete** button. Display shows DELETE OLD MSG?

Press the **Delete** button again to delete all old messages or press **Stop** to cancel and return to standby.

## To forward new messages

You can set your PaperJet 60E to call you at a set time at a remote telephone to let you know you have new messages.

You can set your PaperJet 60E to forward your messages once only or on a daily basis.

You should record an announcement to introduce your messages.

When the PaperJet 60E is in standby.
Display shows TAD/FAX RX 00
01-06-00 15:15

Press the **Function** button until the display shows TAD SET UP

Press the **Start** button.

Press the **Function** button until the display shows FORWARD MESSAGES

Press the **Start** button. Display shows FORWARDING OFF

Press to display the option you want
FORWARD ONE TIME
FORWARD DAILY

Press the **Start** button to confirm. Display shows TYPE TIME
11:11

Enter the time you want your messages forwarded.

Press the **Start** button. Display shows TYPE TEL. NUMBER

Enter the telephone number you want your PaperJet 60E to call with your messages.

Press the **Start** button. Display shows REC. FORW. ANNOUNC. You can now start recording your announcement.

If an announcement is already recorded, it is played back.

To record an announcement, or overwrite an existing one, pick up the handset and press the **Start** button – the display counts down the recording time.

To end recording replace the handset.

Press the **Stop** button to return to standby.

**NOTE**

*When your PaperJet 60E calls you will hear your announcement. To play your messages, enter your remote access code and then follow remote access procedures, page 37.*

**NOTE**

*You can also call your answering machine at any time to play back your messages. See Remote Access, page 37.*

### To set Announce Only

You can set your answering machine to Announce Only where callers will hear your OGM #1 but your machine will not record their messages. This enables you to leave an information announcement. You will still be able to receive faxes.

When the machine is in standby, press the **Function** button until the display shows TAD SET UP

Press the **Start** button.

Press the **Function** button until the display shows ANNOUNCE ONLY

Press the **Start** button. Display shows ANNOUNCE ONLY:OFF

Press buttons to display ON

Press the **Start** button to confirm, your OGM 1 is replayed.

The display now shows LIFT HANDSET

PRESS ▽

You can now record a new OGM 1 if required.

Lift the handset.

Press the **Start** button to begin recording.

Replace handset to end recording.

Press the **Stop** button to return to standby.

## Recording capacity

Your answering machine can record up to 49 messages and memos, to a total recording time of 15 minutes including OGMs and announcements. You can set the maximum length of each message at 30 or 60 seconds. (It is pre-set to 30 seconds).

### To set the maximum message length

*When the machine is in standby:*

Press the **Function** button until the display shows TAD SET UP

Press the **Start** button.

Press the **Function** button until the display shows ICM REC.TIME

Press the **Start** button.
Display shows: REC. TIME:30 SECS

Press buttons to switch between 60 SECS/30 SECS

Press the **Start** button to confirm the option displayed.

Press the **Stop** button to return to standby

## To switch Call screening on/off

Your PaperJet 60E is pre-set to play incoming messages through the speaker as they are being recorded. You can switch this feature off.

Press the **Function** button until the display shows TAD SET UP

Press the **Start** button.
Display shows ICM ON SPEAKER

Press the **Start** button.
Display shows ICM SPEAKER ON

Press buttons to switch the speaker ON or OFF

Press the **Start** button to confirm the option displayed.

Press the **Stop** button to return to standby.

## To switch standard voice announcements on/off

Your answering machine contains pre-recorded announcements which are played when you play back your messages. They tell you how many messages you have and when they were received.
You can switch the announcements on or off. The default setting is off.

The messages are:

| Announcement | Meaning |
|---|---|
| *"You have 'nn' messages"* | Tells you the total number of messages stored. |
| *"Monday, Tuesday" etc* | Indicates the day the message was received. |
| *"0 nine fifty AM"* | Indicates the time the message was received. |
| *"End of messages"* | No more messages to play back. |
| *"You have no messages"* | No messages are recorded. |

Press the **Function** button until the display shows TAD SET UP

Press the **Start** button.

Press the **Function** button until the display shows SYNTH. ANNOUNCE

Press the **Start** button. Display shows OFF

Press buttons to switch between ON and OFF

Press the **Start** button. Display shows DAY OF THE WEEK

Press **Start** button. Display shows the day currently set, e.g. SUNDAY

Press to display the correct day, e.g. MONDAY

Press the **Start** button to confirm.

Press the **Stop** button to return to standby.

**NOTE**

*When switching pre-recorded announcements on, you must always set the day of the week.*

## To lock/unlock the answering machine

You can use your remote access code to prevent other people from listening to your messages by selecting **PLAY LOCK** and/or from changing the answering machine's settings by selecting **SET-UP LOCK**.

Press the **Function** button until the display shows TAD SET UP

Press the **Start** button.

Press the **Function** button until the display shows ACCESS CODE

Press the **Start** button to display the current code: TYPE CODE (0-9): 1234

Enter a new code if required.

Press the **Start** button. Display shows PLAY UNLOCK

Press buttons to select PLAY LOCK

Press the **Start** button to confirm. Display shows SET-UP UNLOCK

Press buttons to select SET-UP LOCK

To switch PLAY LOCK and SET-UP LOCK off use the same procedure but select PLAY UNLOCK and SET-UP UNLOCK

Press the **Start** button to confirm.

Press the **Stop** button to return to standby.

**NOTE**

*If PLAY LOCK is set you will be asked to enter the remote access code after pressing the Play button.*

*If SET-UP LOCK is set, you will be asked to enter the remote access code before you can enter the TAD SET-UP menu.*

*For details of the setting and changing the remote access code, see page 37).*

## Remote access

You can access your answering machine from another phone to play back your messages and change the settings.

### Remote access code

To prevent someone else from accessing your messages from another telephone, your PaperJet 60E answering machine has a 4-digit access code which must be entered. The default setting is **1 2 3 4**.

### To change your Remote access code

Function — Press the **Function** button until the display shows TAD SET UP

Press the **Start** button.

Function — Press the **Function** button until the display shows ACCESS CODE

Press the **Start** button to display the current code: TYPE CODE (0-9): 1234

*Either enter the new code:*

0 / 9 — Enter your new code.

Press the **Start** button to confirm. Display shows PLAY UNLOCK

*Or delete the code:*

Clear — Press the **Clear** button.

Press the **Start** button to confirm.

Press the **Stop** button to return to standby.

**NOTE**

*Deleting the access code disables remote access and all other features which use the code.*

### To operate the answering machine from another phone

You may have called your PaperJet 60E to check your messages, or it may have called you to let you know you have new messages *(see "To forward new messages" page 33)*.

**NOTE**

*Your answering machine must first be swithed on by pressing the* **RX Mode** *button until the display shows* TAD/FAX RX.

**1234** When you hear your OGM enter your 4-digit access code (default = 1234). You hear a short confirmation beep.

If you enter the wrong code, your OGM keeps playing. Enter the correct code.

You can now use the telephone keypad to operate your machine.

**NOTE**

*When entering a double digit code, (e.g. 55 or #1), after entering the first digit, wait until you hear a beep before entering the second digit.*

*Playing messages:*

**1** Play new messages only.

**2** Play all messages.

**3** Repeat message or skip to previous message. *(See note page 38)*.

**4** Skip forward to the next message.

**5 5** Delete all messages you have listened to.

**0** To stop.

**NOTE**

*If messages were started using 1 (new message) then 3 takes you to the start of the current message. If messages were started using 2 (all messages) then 3 takes you to the start of the previous message.*

*Changing the settings:*

**#1** Switch answering machine off and set your PaperJet 60E to AUTOMATIC RX mode.

**#2** Switch answering machine on – to TAD/FAX RX mode.

**#3** Record new OGM#1. Record your message after entering the #3 code.

**#4** End OGM#1 recording.

**#5** Switch off message forwarding.

**#6** Switch on ANNOUNCE ONLY. Callers will hear your OGM#1 only. They cannot leave a message.

**0** To stop.

## To switch toll saver on/off

This feature can save you the cost of a remote access call if you have no new messages. If Toll Saver is switched on, your call will be answered after the number of rings you have set if you have new messages. (See *"To set the number of rings before your fax machine takes a call"* page 40). If you do not have new messages your call is answered after another 2 rings. So if you hear extra rings, you can hang up and save the cost of the call. The default setting is on.

Press the **Function** button until the display shows TAD SET UP

Press the **Start** button.

Press the **Function** button until the display shows TOLL SAVER

Press the **Start** button to switch Toll Saver on. Display shows: ON.

Press to switch between ON and OFF

Press the **Start** button to confirm.

Press the **Stop** button to return to standby.

# Additional features

## To set the print quality

You can adjust the output quality of the printer. There are 2 settings: NORMAL and HIGH QUALITY. The default setting is HIGH QUALITY.

Press until the display shows FAX SET-UP

Display shows DATE AND TIME

Press until the display shows PRINTER PARAMET.

Press until the display shows COPY: HIGH QUAL.

Press to switch between HIGH QUAL. and NORMAL

Press to confirm the option displayed.

To return your machine to standby.

## To set the print area of a document

You can set the print area of a received fax to 70% 76%, 80%, 94% or 100% of the original. The recommended reduction settings are: A4 = 94%, Letter = 80%, Legal = Off (no reduction).

The default setting is 94%.

Press until the display shows FAX SET-UP

Display shows DATE AND TIME

Press until the display shows PRINTER PARAMET.

Press until the display shows REDUCTION 94%

Press to switch between 94%, 80%, 76%, 70% and OFF (100%, no reduction).

Press to confirm the option displayed.

To return to standby.

## To receive a document longer than the paper size

If you receive a document sent using a longer paper size than the one in your fax machine, you may find the text is cut off.

You can make the fax print the remaining text on another sheet.

Press until the display shows FAX SET-UP

Display shows DATE AND TIME

Display shows PRINTER PARAMET.

Press until the display shows SURPLUS: AUTO

Press to select ON from the options of AUTO, ON and OFF

If you select AUTO, your machine will print remaining text on another sheet providing it fills at least 12 mm of the page. By selecting ON you ensure that any surplus text is printed on another page. If you select OFF, your machine will not print any surplus text.

Press to confirm.

To return to standby.

## To set the number of rings before your fax machine takes a call

If the fax machine is set to AUTOMATIC RX or PHONE FAX RX, it is pre-set to answer incoming calls after 4 rings.

You can change the number of times it rings before taking the call

Press until the display shows INSTALLATION

Display shows TEL.LINE SET-UP

Press until the display shows RING COUNT:04

Press to set the number of rings to 01, 02, 04 or 08.

Press to confirm the option displayed.

To return to standby.

## To adjust the ringer volume

You can switch between High, Medium, Low and Off. The default setting is High.

Press until the display shows FAX SET-UP

Display shows DATE AND TIME

Display shows VARIOUS SETTINGS

Press until the display shows RING VOLUME: HIGH

Press to switch between the settings HIGH, MEDIUM, LOW and OFF.

Press to confirm the option displayed.

To return to standby.

## To adjust the duration of the phone call alert beeps

When your PaperJet 60E is set to PHONE/FAX RX mode it automatically answers all calls. If it is a phone call, it is set to beep for 20 seconds to alert you to pick up the handset. You can adjust the duration of these beeps.

Press until the display shows INSTALLATION

Display shows TEL.LINE SET-UP

Press until the display shows FAX/TEL TIMER:20

Press to switch between the options of 15, 20, 30 and 40 seconds.

Press to confirm the option displayed.

To return to standby.

### Receiving a fax call via an extension phone (Remote Start)

If you answer a call on an extension phone connected to the same line as your PaperJet 60E and you hear fax tones, you can switch your PaperJet 60E into fax receive mode by dialling ✶ **5**. This is like pressing the **Start** button.

When you hear your PaperJet 60E respond with its own fax tones, hang up the extension phone.

You can replace the **5** of this code with any digit from **0-9**.

## To change the remote start code

Press until the display shows INSTALLATION

Press until the display shows REMOTE START: ON

Press to switch between ON and OFF.

Press Start to confirm the setting.

Display shows TYPE CODE ✶5

Enter the new digit you want after the ✶
Note that the ✶ cannot be changed.

Press Start to confirm the setting.

To return to standby.

## To switch remote start off/on

Press until the display shows INSTALLATION

Press until the display shows REMOTE START: ON

Press to switch between ON and OFF.

Press to confirm the setting.

Press to return to standby.

## To switch the fax tones on and off

Your machine will automatically play dialling tones and fax connection tones over the loudspeaker so that you can hear the progress of the call. You can switch the tones on and off.

Press until the display shows INSTALLATION

Display shows TEL.LINE SET-UP

Until the display shows DIAGNOSTICS

Press until the display shows LINE MONITOR: ON

Press to switch between ON and OFF. If you select OFF, you will not hear the dialling and fax connection tones.

Press to confirm the option displayed.

To return to standby.

## To adjust the loudspeaker volume

While the machine is in standby

Display shows TYPE NUMBER.

Press to raise or lower the volume.

## To adjust the volume of the buzzer

Press until the display shows FAX SET-UP

Display shows DATE AND TIME

Display shows VARIOUS SETTINGS

Press until the display shows BUZZER VOL.LOW

Press to switch between HIGH, MEDIUM, LOW and OFF.

Press to confirm the option displayed.

To return to standby.

## To adjust the speed a fax is sent at

Your PaperJet 60E is set to send faxes at 14400bps. If you consistently fail to send faxes to a particular number it might help to reduce the transmission speed to 9600bps or 4800bps.

Press until the display shows FAX SET-UP

Display shows DATE AND TIME

Display shows VARIOUS SETTINGS

Press until the display shows TX SPEED 14.4

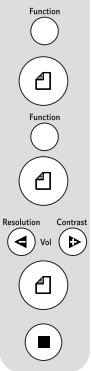
Press to switch between 14.4, 9.6 and 4.8.

Press to confirm the option displayed.

To return to standby.

### To switch ECM mode on/off

ECM (Error Correction Mode) is a system for correcting errors caused by interference on the line. When switched on, the display shows E when sending or receiving to/from another machine using ECM. The default setting for your machine is to have ECM switched ON and you should not have to change it. However, you can switch it off if you wish.




Press until the display shows FAX SET-UP

Display shows DATE AND TIME

Display shows VARIOUS SETTINGS

Press until the display shows ECM: ON

Press to switch between ON and OFF.

Press to confirm the option displayed.

To return to standby.

## Polling

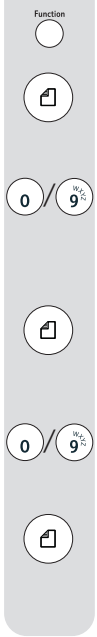
Polling lets you call another fax machine to retrieve a document automatically.

It also enables another fax machine to call your PaperJet 60E and request a document that you have set ready to be received.

This is often also known as 'faxback'.

### To poll a document from another fax machine

When you know that another fax machine has a document ready for polling, you can set your PaperJet 60E to receive the document.




Press until the display shows POLLING RX

Press until the display shows TYPE TIME

*Either*

Enter the time you want to start calling the other fax machine then press **Start**.

*Or*

Press the **Start** button to begin polling immediately. Display shows TYPE FAX NUMBER

Dial the number of the fax machine from which you want to poll a document.

Press to confirm. Display shows POLL RX and the time at which you have set it to poll. You can still send and receive other faxes as normal.

## To cancel polling

When you have set a polling time

Press until the display shows POLLING RX

Display shows ALREADY ENTERED

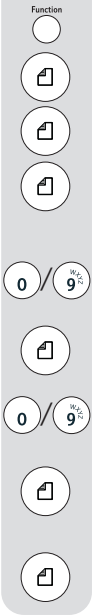
Display shows CHANGE PARAM?

To display CANCEL SETTING?

To confirm cancellation. Your fax machine returns to standby.

## To change a polling time and number

When you have set a polling time




Press until the display shows POLLING RX

Display shows ALREADY ENTERED

Display shows CHANGE PARAM?

Display shows TYPE TIME
HH:MM

If required, use the keypad to enter the new time. This overwrites the original one.

Display shows TYPE NUMBER

If required, enter the new number. This overwrites the original one.

Display shows AUTOMATIC RX
POLL RX

To confirm. Your machine returns to standby.

## To set a document for polling by another fax machine

Insert a document in the document feeder. Display shows DOCUMENT READY

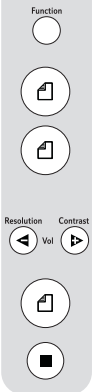
Set the resolution and contrast if necessary.

Press until the display shows POLLING TX

Press twice. Display shows AUTOMATIC RX
POLLING TX SET

To cancel polling remove the document from the feeder. To cancel during polling press **Stop**.

### To change the silence detection time




Press until the display shows INSTALLATION.

Display shows TEL.LINE SET UP.

Press until the display shows SILENCE LAPSE: 6.

Press to set the lapse time to 3, 4, 6, 8, 10 seconds or NO (off).

Press to confirm the option displayed.

Press to return to standby.

## Caller Display

If you have subscribed to your network provider's caller display service your PaperJet 60E will display caller information. When you receive an incoming call the display will show:

Your caller's number.

*Or*

WITHHELD – if your caller has chosen to withhold their number.

*Or*

NOT AVAILABLE – if your caller is connected to an exchange which does not provide this service.

*Or*

OPERATOR – if you are being called by the operator.

*Or*

INTERNATIONAL – if you are being called from overseas.

*Or*

RING-BACK – if you have previously called an engaged number and set up a Ring back call.

*Or*

PAYPHONE – if you are being called by a payphone.

## Call Sign (Distinctive ringing)

If your network offers the possibility of having two or more numbers on the same telephone line, each number will have a different ring melody.

When you use the distinctive ring feature for the first time, your PaperJet 60E will "learn" one of the melodies and will then react differently to calls with that melody.

When distinctive ringing is set to On, you can set your machine to PHONE/FAX or TAD/FAX reception modes only. When you receive a call with the ring melody that your PaperJet 60E has learnt, it will always answer in fax receive mode. If you receive calls with other ring melodies, your machine will answer as normal in TAD/FAX mode but will not answer in PHONE/FAX mode.

### To learn the ring melody

Press until the display shows INSTALLATION.

Display shows TEL. LINE SET-UP.

Press until the display shows DISTINCT. RING: OFF.

Press until the display shows CHANGE PATTERN.

Press to confirm. Display shows AUTODETECT RING.

Ring your PaperJet 60E on the number which gives the distinctive ring melody. After a few rings display shows RING DETECTED.

Press the **Stop** button to return to standby.

**NOTE**

*Once the ring melody has been learnt you can switch the distinctive ring on and off by selecting* ON *or* OFF *in the* DISTINCT. RING *menu.*

# Connecting to a switchboard

You can store the access code required to get an outside line so that you only have to press the **EXTERNAL** button.

With some switchboards you may also need to switch your PaperJet 60E from TONE dialling to PULSE dialling. Check with your switchboard manager or supplier to see if this is necessary.

## To set the dialling mode and access number

While your PaperJet 60E is in standby mode

Press the **Function** button until the display shows INSTALLATION

Display shows TEL.LINE SET-UP

Display shows PUBL. LINE (PSTN)

Press until the display shows PRIV. LINE (PBX)

Display shows PBX DIAL: TONE

Press to switch between TONE and PULSE.

Press to confirm. Display shows EXT. LINE: PREFIX

Press the **< >** buttons to display the options: FLASH or PREFIX. If your access code is recall choose FLASH. If your access code is a digit(s) choose PREFIX.

Press **Start** to confirm your choice.

If you select PREFIX you are asked for the code needed to get an outside line via your switchboard (max. three digits).

Enter your code.

To confirm.

Display shows PSTN DIAL: TONE

Press to switch between TONE and PULSE settings to suit your switchboard.

To confirm.

To return to standby.

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## Using the External button

You can use the **External** button to insert the access code before numbers stored in the one touch and speed dial memories.

Before entering the number *(pages 22, 23, 24),* press **External**, an E will appear in the display, and continue entering the number as normal.

When dialling manually, just press **External** before dialling the number.

## To switch dialling mode during a call

If you are using your PaperJet 60E in PULSE dialling mode, you can change to TONE mode during a call using the ✱ button. This might be useful when calling interactive services such as the BT Customer Services line on 150.

After pressing the ✱ button all subsequent digits will be dialled in TONE mode. When you end the call, dialling will revert to PULSE mode.

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# Help

### The error light comes on and an error message is displayed.

An error report is automatically printed. Press the **Stop** button to reset the machine and check the message against the Error Messages list, *page 52*.

### If you run out of paper or ink.

Your PaperJet 60E will store incoming faxes in the memory.

If you run out of paper or ink or the paper jams during reception, or if you open the printer cover, printing will stop and the fax you are receiving will be temporaryily stored in the memory. Once the problem has been resolved, your machine will start printing again.
Replacement of cartridges (Code M 2191) are available by telephone 0870 240 7285.

### If there is a power failure

In the case of power failure, the fax machine will keep the data for:

- numbers stored in the one-touch and speed dial memories
- reports

Any documents stored in the memory will be lost.

When the power is restored your machine will print out a report which shows the total number of pages (both received and stored for sending) lost from the memory.

### Your machine doesn't switch on

Check that the mains power is plugged in and switched on.

### The document cannot be inserted into the document feeder

Check the size of the document. See *page 16* for correct sizes.

### Fax documents are not sent

Check that the document is not jammed in the machine.

The line may be busy. Your machine will retry automatically 3 times at 2 minute intervals.

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### Your machine does not receive faxes automatically

- Check that it has not been set for manual reception.
- Check that you have ink and paper.
- Check for paper jams.

### You cannot print faxes or copy documents

- Check for paper jams.
- Check that you have ink and paper.
- The type of paper you are using may not be correct, check paper size and weight shown on *page 16*.

### Your machine prints out completely blank copies

You may have inserted the document to be copied the wrong way around. Place the side to be copied face down.

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## Error codes

Other problems may be accompanied by a display of ERROR CODE and a number. Check the number against the list below.

| CODE | MESSAGE | ERROR CAUSE | ACTION |
|---|---|---|---|
| OK | No message. Operation completed successfully | | No action. |
| 02 | IMPOSSIBLE CONNECTION | The fax machine does not detect any dialing tone or receives an irregular signal. | Check that the fax machine is correctly connected to the telephone line and that the hardset is not off the hook. Then try connecting again. |
| 03 | RECEIVER DOES NOT ANSWER | The number you are calling does not answer or is not a fax or there is no dial tone. | Check for dial tone by lifting the handset and if OK try calling again. |
| 04 | ERR.WHILE TRANSMITTING RESEND FROM PAGE: nn | A problem has occurred while sending a fax. “nn” = page number on the which the error occurred. | Send again starting from the page shown in the report. |
| 05 | RESEND PAGES: nn, nn | The machine you are calling detected errors during the send. “nn” = page number on which the error occurred. | Send again starting from the page shown in the report. |
| 07 | DOCUMENT TOO LONG or SENDING STOPPED | Transmission time for a page exceeds the permitted limit. | Try sending again. |
| 08 | CHECK THE DOCUMENT | Optical scanner unable to read the document or document may be too long. | Remove and re-insert document in the feeder and try again. Check paper is not longer than 600mm. |
| 09 | STOP PRESSED | You have stopped the machine. | No action. |
| 10 | No message | Fax has detected an error while receiving a fax. | Ask sender to send fax again. |
| 11 | No message | Printer problem while receiving a fax. Document stored in the memory but the memory capacity has been exceeded. | Correct the printing problem, then wait for the stored document to be printed. Ask sender to fax the rest of the document. |
| 13 | ERRORS WHILE POLLING | Polled fax machine has no document ready or was not set for polling. | Contact the sender. |
| 16 | POWER FAILURE ON PAGE | Power failure while sending or receiving a document. | Send again from the page shown on the report. |
| (OK) | No message. | Document has been received but printing quality is poor. | Contact sender. |
| OCC | LINE BUSY | The line is engaged. | Try again later. |

## Error messages

If you see an error message on the display, check here for its meaning and solution. Messages are listed in alphabetical order.

AUTOREDIAL nnn

Last fax call failed. Your machine will redial after nnn seconds.

CHECK DOCUMENT, PRESS ▽

The document is not going through properly. Remove and re-insert the document in the document feeder. Press the **Stop** button to return to standby and send again.

CHECK PAPER, PRESS ▽

You have run out of paper. Add paper and press the **Stop** button to return to standby.

*Or*

The paper is not going through properly. Remove and re-insert the paper. Press the **Stop** button to return to standby.

CHECK PRINT HEAD

The print head has not been installed or has been installed incorrectly. Install the cartridge again.

Some print nozzles may be damaged, reducing print quality. Clean the cartridge *(see page 56)*.

COPY INTERRUPTED

The **Stop** button has been pressed.

*Or*

There was a problem during copying and it could not be printed. Check the type of problem on the display and clear it.

COVER OPEN

Close the printer compartment cover.

DOC IN MEMORY

A received fax is stored in the memory because it could not be printed right away. Check the problem on the display and clear it.

LAST TX ERR. XX

The last fax sent was not completed successfully. Press the **Last TX** button to send again or press the **Stop** button to return your machine to standby.

MEMORY FULL

Because of a printing problem (no paper, paper jam, no ink, cover open etc) documents have been received into the memory. Resolve the printing problem and the documents will automatically be printed and the memory cleared.

NOT PROGRAMMED

You have chosen a one-touch button or speed dial code which does not have an entry stored.

OUT OF INK

The ink in the cartridge has run out. Change the cartridge *(see Changing the cartridge, page 54)*.

PAPER ERROR, PRESS ▽

Paper jam. Press the **Stop** button and, if the paper sheet is not ejected automatically, check where it is jammed and remove it.
*(See Removing jammed pages, page 58.)*

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POLL. RETRY nnn

The last polling call failed. Your fax is waiting to redial the number after nnn seconds.

REMOVE DOCUMENT; PRESS ▽

A document jam has occurred. Press the **Stop** button and if the page is not ejected automatically, remove it by hand. *(See Removing jammed pages, page 58.)*

*Or*

Document scanning has been interrupted by pressing the **Stop** button.

RX ERROR

An error has occurred during fax reception. Press the **Stop** button to turn off the Error light and clear the message. You may need to ask the sender to re-send the fax.

RX IN MEMORY

A problem has occurred during reception and the fax has continued to be received in the memory. The bottom line of the display tells you what the problem is. Resolve the problem and the fax will automatically be printed.

SYSTEM ERROR nn

Your machine has locked up. Note the error code. PaperJet Helpline is **0870 240 8026**.

TX ERROR

Your last fax was not sent correctly. Press the **Stop** button to turn off the Error light and clear the message. Check the number you are sending to and try sending your fax again.

## Beeps

### Error beeps

*Short beep* – wrong key pressed when following a set of instructions.

*Long beep* – unsuccessful procedure.

*Continuous beep* – handset is off-hook.

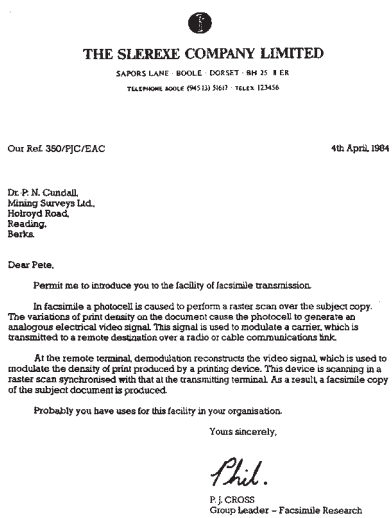
### Advice beeps

*Short beep* – confirms fax sent or received successfully.

*Beeps for 20 seconds* – phone call, lift receiver to answer.

## Memory capacity

Your PaperJet 60E can store up to 21 pages of this standard letter (reproduced A4 size).



THE SLEREXE COMPANY LIMITED

SAPORS LANE · BOOLE · DORSET · BH 25 8ER

TELEPHONE BOOLE (945 13) 51617 · TELEX 123456

Our Ref. 350/PJC/EAC 4th April, 1984

Dr. P. N. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.

Dear Pete,

Permit me to introduce you to the facility of facsimile transmission.

In facsimile a photocell is caused to perform a raster scan over the subject copy. The variations of print density on the document cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications link.

At the remote terminal, demodulation reconstructs the video signal, which is used to modulate the density of print produced by a printing device. This device is scanning in a raster scan synchronised with that at the transmitting terminal. As a result, a facsimile copy of the subject document is produced.

Probably you have uses for this facility in your organisation.

Yours sincerely,

Phil.

P. J. CROSS
Group Leader – Facsimile Research

### BT PaperJet Helpline

If you cannot resolve a problem by using the Help section, contact the Helpline on **0870 240 8026**.

# Maintenance

## Cleaning your PaperJet 60E

First disconnect it from the mains power supply and the telephone line.

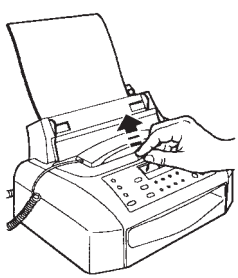
Clean with a cloth dampened with diluted washing-up liquid. Never use household polish as this may damage your fax machine. Never use a dry cloth as this may cause static shock.

## Changing the cartridge

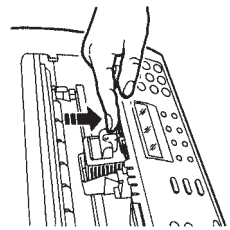
Your PaperJet 60E is supplied with a starter print cartridge. Replacement of cartridges (Code M 2191) are available by telephone 0870 240 7285.

### Changing the cartridge

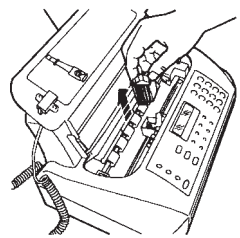
1 Open the printer compartment cover.



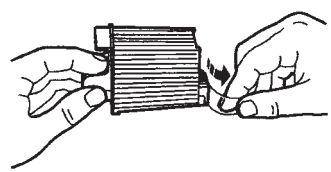
2 Pull the green tab towards the front of the machine to release the cartridge.



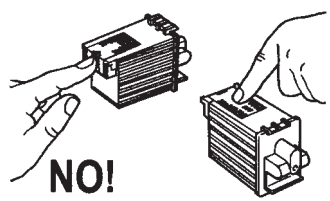
3 Lift out the cartridge.



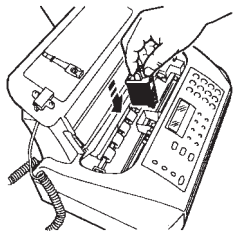
4 Remove the new cartridge from its packaging. Holding it by the finger grip, peel the protective film from the print nozzles.



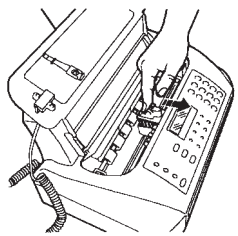
5 Avoid touching the nozzles and metal electrical contacts.



6 Insert the new cartridge into the holder with the electrical contacts facing towards the front of the machine.



7 Pull the cartridge towards the front of the machine until you hear it click into position.



8 It should be oriented as shown on next drawing.

9 Close the cover

## To clean the cartridge and nozzles

If the printing quality deteriorates you can quickly clean the cartridge and test the nozzles with a print-out showing their condition.

Function

Press the Function button until the display shows HEAD MAINTENANCE

Display shows NEW HEAD: ON

*Either*

If the cartridge is new, press the **Start** button. Your PaperJet 60E performs a print test.

*Or*

Resolution Contrast Vol

If the cartridge is not new, press to display NEW HEAD: OFF

Display shows CLEANING: ON

Your machine performs a print test.

To cancel, press the **Stop** button.

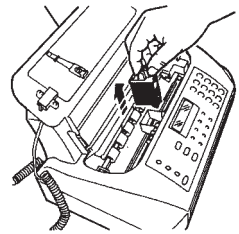
To interpret the print test, *see page 14*.

If the printout shows NOZZLE DAMAGED then you should clean the cartridge contacts *(see opposite)*.

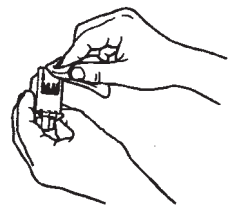
### Manually cleaning the cartridge contacts

Lift the printer compartment cover.

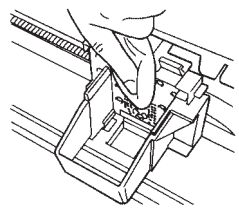
Remove the cartridge, as shown in *Changing the cartridge*.



Use a slightly damp cloth to clean the electrical contacts taking care not to touch the nozzles.



Use a slightly damp cloth to clean the electrical contacts of the carriage inside the machine.



Replace the cartridge.

Close the cover.

### Cleaning the optical scanner

Dust or dirt on the optical glass may cause scanning problems such as vertical lines on a sent fax or copied document.

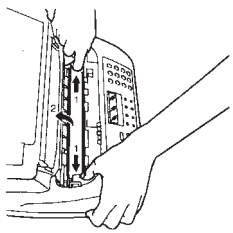
If after cleaning, you still get vertical streaks on printed documents, contact your service engineer.

**NOTE**

*Switch your machine off at the mains.*

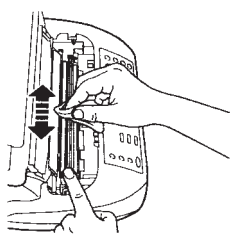
Lift the printer compartment cover.

Move and hold the cartridge to the left hand side of the machine.



Lift the hinged metal plate using the lever located on the right hand side of the machine.

Clean the optical scanner with a cloth dampened with a product specially designed for cleaning glass. Then carefully wipe it dry. Do not pour or spray cleaning fluid directly onto the glass.



Lower gently the hinged plate and close the printer compartment cover.

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### Removing jammed pages

If a document or sheet of paper becomes jammed while sending a fax or during copying the display shows `REMOVE DOCUMENT, PRESS` ▽

If paper used to print received faxes or photocopies becomes jammed the display shows `PAPER ERROR, PRESS` ▽

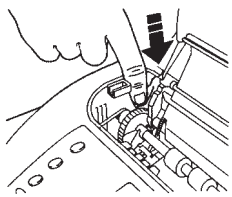
First try ejecting the paper by pressing the **Stop** button.

If the paper does not come out automatically:

Remove any paper still in the feeders.

Lift the printer compartment cover.

Press down the green lever on the left hand side of the machine and remove the jammed paper.



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# Technical information

**PaperJet 60E**

Model .....Desktop transceiver

Display .....LCD 2 x 16 characters.

Memory capacity* .....21 pages

***Dimensions***

Width .....359mm

Depth .....234 + 84mm (with paper support extension)

Height .....180mm + 138mm (with paper support extension)

Weight.....4.5kg

***Communication features***

Telephone network.....Public/private

Compatibility .....ITU

Communication speed.....14400-9600-4800bps

Compression method .....MH, MR, MMR

***Power features***

Power supply.....220–240 VAC, 50-60Hz

Power consumption.....7W standby, 35W max

***Optical scanner features***

Scanning method.....CIS

Reading resolution .....

horizontal .....8 pixel/mm
vertical STANDARD .....3.85 lines/mm
vertical FINE .....7.7 lines/mm

***Transmission features***

Transmission time .....7s (14400bps)

Automatic document feeder .....5 sheets A4, Letter and Legal

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***Reception features***

| | |
|---|---|
| Printing method | Printing on plain paper with ink jet printer |
| Max. printing width | 208mm |
| Printing paper | A4 (210 x 297mm), Letter and Legal<br>US Letter (216 x 279mm) and US Legal (216 x 356mm)<br>Weight 70-90gsm |
| Paper feed | Plain paper cassette 40 sheets, (80gsm) |
| Environmental conditions | from 5°C to +35°C (operating)<br>from –15°C to +45°C (transport)<br>from 0°C to +45°C (storage and parking) |
| Relative humidity | 15%-85% (operating, storage, parking)<br>5%-95% (transport) |

*ITU TS format, Test Sheet No.1 (Slerexe Letter) in standard resolution with MH compression.

## R&TTE

This product is intended to be connected to analogue networks and private switching systems in the United Kingdom.
This product complies with the essential requirements of the Radio Equipment and Telecommunications Terminal Equipment Directive 1999/05/CE.
A copy of the certificate can be obtained from the helpline 0870 240 8026.

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## Offices worldwide

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